

BANQUET HALL CONTRACT
SIMMONS WINERY----THE NORTONBURG WINEGARDEN
8111 E. 450 N. Columbus, Indiana 47203 812-546-0091
Brenda Simmons: brenda@simmonswinery.com
Kaela Simmons: kaela@simmonswinery.com

Month:	HALL RENTAL FEE SCHEDULE: (Indoor Capacity-200) 4 HOUR RENTAL!		
	Sun.	Mon.-Thurs.	Fri. -Sat.
Jan.-Mar.	\$850	\$750	\$950
Apr.-Dec.	\$995	\$800	\$1195

(Your rental fee includes; set up of hall—tables with skirting, white linen tablecloths, white linen napkins, table centerpieces, tear down and cleanup, bartenders, and access to garden and shelter- no additional charge unless needed to set up for additional guests beyond the 200 guests seated inside.

DEPOSIT REQUIREMENTS:

Your date is not held until your deposit is made. Required deposit is 100% of hall rental plus a \$200 security deposit. The security deposit is refunded immediately after event if no damage is assessed. **MAKE CHECKS PAYABLE TO: NORTONBURG WINEGARDEN. A charge of 3% is applied to payments using credit cards.** All other charges will be invoiced and due by day of event.

CANCELLATION POLICY:

50% of the hall rental deposit will be refundable if cancelled prior to 3 months of event date. If cancelled within the 3 months or 90 days of event—REFUND AMOUNT IS ZERO.

CATERING: SIMMONS WINERY IS THE SOLE CATERER TO EVENTS HELD IN OUR BANQUET FACILITY.

Event cakes can be hired out to other vendors.

7% sales tax and 18% gratuity will be added to the final bill

Menus are attached within the packet of information.

MUSIC: Our “in – house “ DJ’s are highly recommended. If you want to hire an outside DJ, there is a **\$150 “ in house” charge.**

Our 3 DJ’s are: Dancing DJ's (Don and Jean Kingen), Mike Owens “A DJ for You”, and Rich Anthony.

CHARGE FOR DJ SERVICE IS : \$700.

REQUIRED DEPOSIT IS: \$100.

WEDDING IN THE GARDEN:

Having your wedding in our garden is an additional charge beyond the reception hall rental.

WEDDING IN THE GARDEN ONLY: (reception at a different location)-- \$900 for the wedding

WEDDING IN THE GARDEN W/ RECEPTION BOOKED HERE AS WELL: -- \$800 for the wedding (save \$100)

Price includes:

Time necessary for getting ready/pictures/coordination of the wedding

Use of garden for wedding

100 white chairs for wedding---**** (**\$2.00 Per chair for additional needed over 100**)

We have them delivered/set up/tear down/ and return them

Rehearsal held prior to wedding

30 minutes of wedding

Coordination of wedding and bridal party

Coordination with photographer/music/and or DJ

Sound system and 1 cordless microphone is provided

If weather is an issue and the wedding cannot be held outside, the backup plan is to move Wedding inside to the hall. Wedding price stays in tact, no refunds or discounts.

MINISTER AND MUSIC FOR CEREMONY WOULD BE YOUR RESPONSIBILITY!

WEDDING IN THE BANQUET HALL—(WINTER WEDDINGS OR A PLANNED INDOOR WEDDING.)

The charge for a wedding inside the banquet hall as a planned indoor wedding is \$500.

Full coordination/rehearsals, etc. are included.

ADDITIONAL:

- Champagne Toast: Martini & Rossi-Asti Spumante or Chandon Classic are the 2 champagnes available. If wanting Champagne, it must be purchased thru us. \$28.00 bottle.
A champagne toast for all guest is \$3.50 per guest. You can purchase 1 bottle for bride and groom, 2-3 for entire bridal party, or however many are needed. Wine is also commonly used to toast with.
- Favors or Gifts: Personalized bottle of wine 750ml bottle. Cost of wine plus \$3.25 per label
Personalized 375ml bottles of wine-- \$8.00 entire package (wine and label)

Minimum order of 20 small bottles.
- Gift Baskets for the bridal party, parents, or guests. Specially made to order with any items you would like in them. Prices vary.
- Lines: White linens are included in the price of the hall rental. If you are wanting a different color—you will be responsible for renting.
- Champagne Toast: A bottle of Champagne purchased for the Bride & Groom or entire Bridal Party is \$28.00 per bottle. A Champagne toast for all guests is \$3.25 a guest.
- TAXES: 7 % sales tax will be charged on all rental items and all food. It will be invoiced and paid the day of the event. If you are a tax-exempt organization, you must provide the Nortonburg WineGarden with a valid tax exemption certificate within 7 days of the secured date.
- ADDITIONAL DECORATING: You will be allowed to bring in additional decorations with approval of the hall coordinator. Table decorations, flowers, are usually ok, but absolutely no

tape, no tacks, no glue, no paint, no confetti, etc. Nothing that will damage floor, walls and ceiling.

- **CONDUCT:** Lessee agrees to conduct the function in an orderly manner in full compliance with Applicable laws, regulations, and The Nortonburg WineGarden rules. The lessee assumes full responsibility for the conduct of all persons in attendance and for any damages, loss or liability incurred therein. The Nortonburg WineGarden and its owners reserve the right to refuse the patronage and service of any lessee or guest (s) if they do not comply accordingly.
- **COMPLIANCE WITH LAW:** This agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcohol beverage control codes, disability laws, and the like. The parties agree to cooperate with each other to ensure compliance with such laws.
- **CHANGES, ADDITIONS, STIPULATIONS, AND OR DELETIONS:** Any changes, additions, stipulations or deletions will not be considered agreed to or binding on the other party unless such modifications have been initialed or otherwise approved in writing by such party.
- **PARKING:** The lessee expressly waives all claims of liability against The Nortonburg WineGarden arising out of the lessee and its guests using the parking facilities in relation to the aforementioned function.
- **AGREEMENT SIGNATURES:** This agreement shall be governed by and interpreted under the laws of the state of Indiana and the exclusive jurisdiction and venue for any legal proceeding shall be the County of Bartholomew in the State of Indiana.
- **SMOKING IS PROHIBITED INSIDE THE BANQUET HALL:** There are designated areas outside under the shelter.
- **ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE ALLOWED TO BE BROUGHT ONTO THE BUSINESS PROPERTY. THAT WOULD BE A DIRECT VIOLATION OF THE ALCOHOLIC BEVERAGE COMMISSION AND HEALTH DEPARTMENT REGULATION AND ARE SUBJECT TO PENALTIES AND FINES.**
- **IMPOSSIBILITY:** Simmons Winery and The Nortonburg WineGarden, Inc. shall not be held liable for failure to carry out the function due to fire, electrical failure, an act of God or other condition beyond its reasonable control.

Agreement Signatures: This agreement shall become effective as of the date it is fully executed by both parties.

Deposit Amount: _____, Form of payment: _____.

Accepted and Authorized By:

Accepted and Authorized By:

_____.

_____.

Authorized Signature

Events Coordinator

Phone: _____ .Date: _____.

Date: _____.

ALL PRICES WITHIN CONTRACT ARE GOOD THRU ANY BOOKINGS BY DECEMBER 31 of the current year.

THE NORTONBURG WINEGARDEN BAR INFORMATION

Beer: \$3.00 a bottle for domestic beer (Coors Light, Bud Light)

\$4.50 a pint for 450 North Brewing craft beer. Your choice of 3 from the beers that are currently on tap.

Wine: \$6.00 for a glass of Merlot or Cabernet Sauvignon / \$5.00 on all other wines

Mixed Drinks: \$5.00 per call drink / \$6.00 for top shelf.

No alcohol will be allowed to be brought to the facility. All must be purchased through The Nortonburg WineGarden. All domestic beers are served by bottle and not KEG. All Wine is served in 10 oz. glasses, mixed drinks are served in 10 oz. plastic cups.

We use all licensed bartenders---they are included in the hall rental price---no additional fees. SIMMONS WINERY AND THE NORTONBURG WINEGARDEN RESERVE THE RIGHT TO REFUSE TO SERVE ANY ONE UNDERAGE OR INTOXICATED.

We can set the bar up a number of ways to meet your needs. Full Open Bar: Means you pay for all alcohol for your guests.

Full Cash Bar: Means your guests pay for all the alcohol as they order.

Partial Bar: Several options--

You pay for beer and wine---they pay for mixed drinks.

You prepay to have bottles of wine on the table for your guests---they pay for all other liquor.

You can put a limit on the bar as to how much money you will budget to pay---when the bar tab gets to that amount, the bar then becomes a cash bar where guests now pay for all the alcohol.

There are other possibilities that could be discussed!!

IT IS ILLEGAL FOR ANYONE TO BRING ANY ALCOHOL TO OUR LICENSED PREMISES, INCLUDING PARKING LOTS AND THE GROUNDS. ALL ALCOHOL WILL BE CONFISCATED AND YOU COULD BE FINED.

OUR GARDEN: THIS BEAUTIFUL MEMORIAL GARDEN HAS BEEN BUILT AS A DEDICATION AND FOR THE ENJOYMENT OF OUR GUESTS. WE ASK FOR PARENTAL RESPONSIBILITY WITH RESPECT TO CHILDREN IN THE GARDEN. NO THROWING ROCKS AND PLEASE STAY ON THE PATHWAYS. IT IS NOT A PLAYGROUND, BUT RATHER A PERSONAL WORK OF BEAUTY.

THANKS FOR YOUR COOPERATION!